Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator. The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? (Yes) No	Curriculum Unit : 1, 2 & 7

Field Trip Information

Applicant Name : Lynn Goodwin	Method of Transportation : Coach Bus
School : WJJMS	Bus Service Number : N/A
Grade(s) & Group(s) : 8th Gr. Band / Chorus	Number of Students : 50
Date(s) of Trip : April 9th 2026	Number of Day(s) of Trip : 1
Event : Broadway Musical & lunch in NYC	
Destination : New York	Phone Number :
Destination Address : 1634 Broadway (W. 50th St.)	State : NY
Time of Departure from School : 7:00 AM	Clothing / Equipment Required : N/A
Time of Arrival to School : 9:00 pm (depends on traffic)	

Student Cost Information

*Cost to Student $ $179.00	Suggested Student Pocket Money $ 20.00

Supervision Information

1. Name : Lynn Goodwin	Cell Phone : 860-334-6211
2. Name : Keith Morrissette	Cell Phone : 860-303-7777

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

There will be 5 Teacher/Admin. chaperones on this trip.

Administrator Signatures

Applicant Lynn Goodwin	Date 9/2/25		
Department Chair (BA Only)	Date	Approved	Denied
Principal/Administrator Mylue B Amado	Date 9-2-25	(Approved)	Denied
Assistant Superintendent	Date 9/3/25	(Approved)	Denied
Superintendent	Date 9-3-25	(Approved)	Denied

Board of Education (if applicable)

Board of Education Meeting Date September 9, 2025	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : Broadway NYC

Reference Check : Visited Site On : 4/25 OR Spoke with: Josh Doyon Silver M.Ms

Name of Staff Completing Form : Lynn Goodwin

Grade / Group Attending : 8th Grade Band / Chorus

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

Pr4.2.E.8a Pr6.1.E.11a Cn10.0.E.8a Cn11.0.E.8a
Pr4.3.E.11a Pr6.1.E.11b Re7.1.E.8a
Pr5.1.E.11a Re8.1.E.5a Re7.2.E.8a

Assessment of Student Learning:

Prior to the trip the students will listen to and higulight the key musical numbers they are analyzing.

After the trip the Students fill out an evaluation of the overale performance.

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
4/9 6:45 AM	WJJMS	Leave for NYC
11 AM	Broadway - Hard Rock	Eat Lunch
12:30 PM	theater	Watch the show
8:30 pm	WJJMS	arrive home

Bus Information

Bus Reservation Date N/A	Price of Bus(es) $ N/A